



ATAAPS TRAINING

Inputting Labor hours





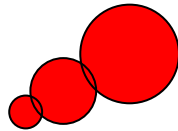
Labor Input

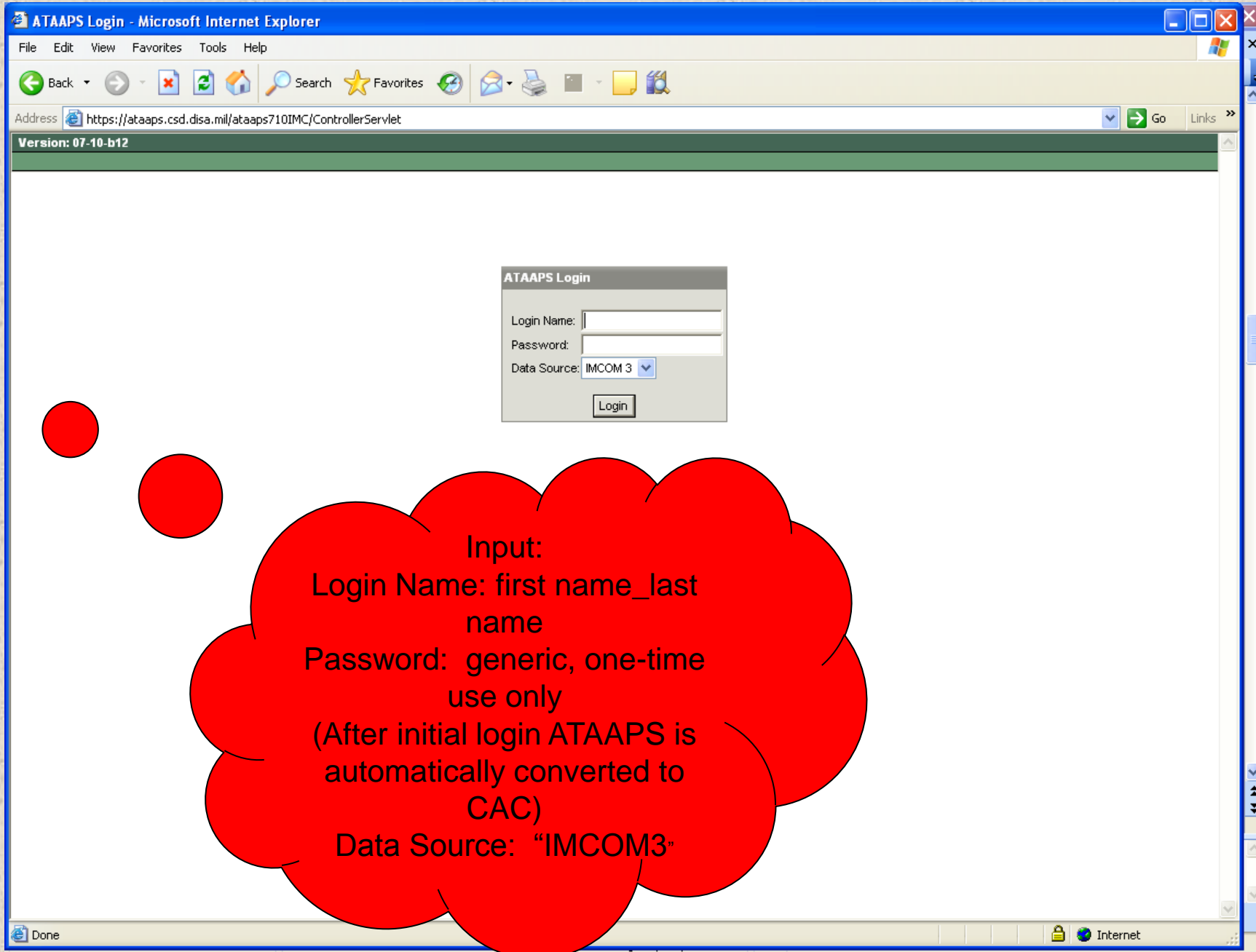
**Straight 8 hours: Mon -
Fri**

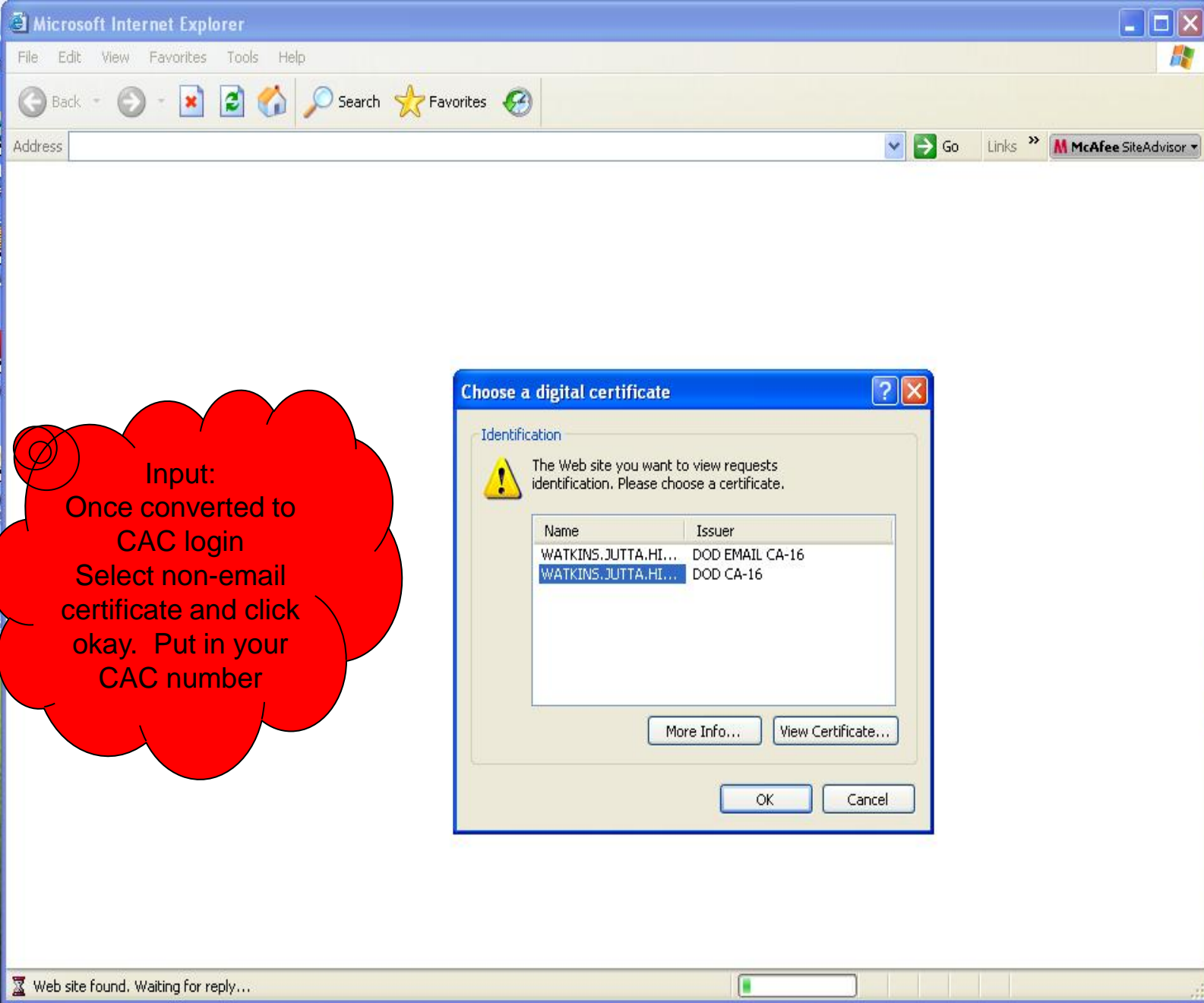




Open the following website:
<https://ataaps.cds.disa.mil>



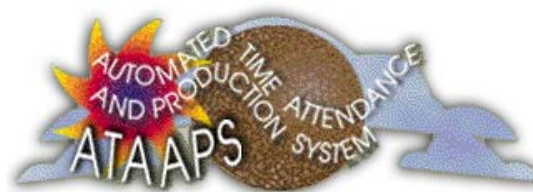




SA LOG
NEW.xls

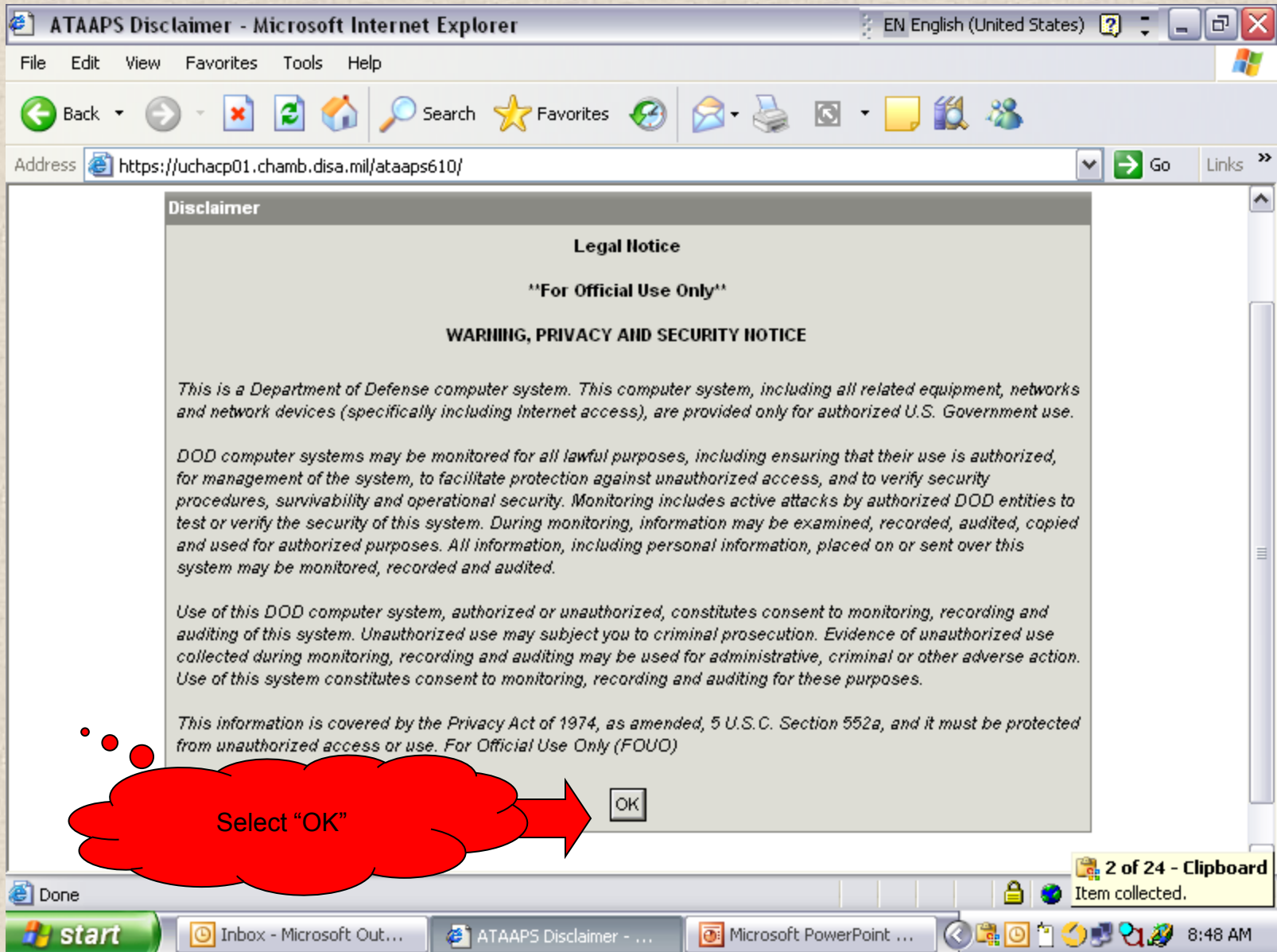
SA BLANK
Form.xls

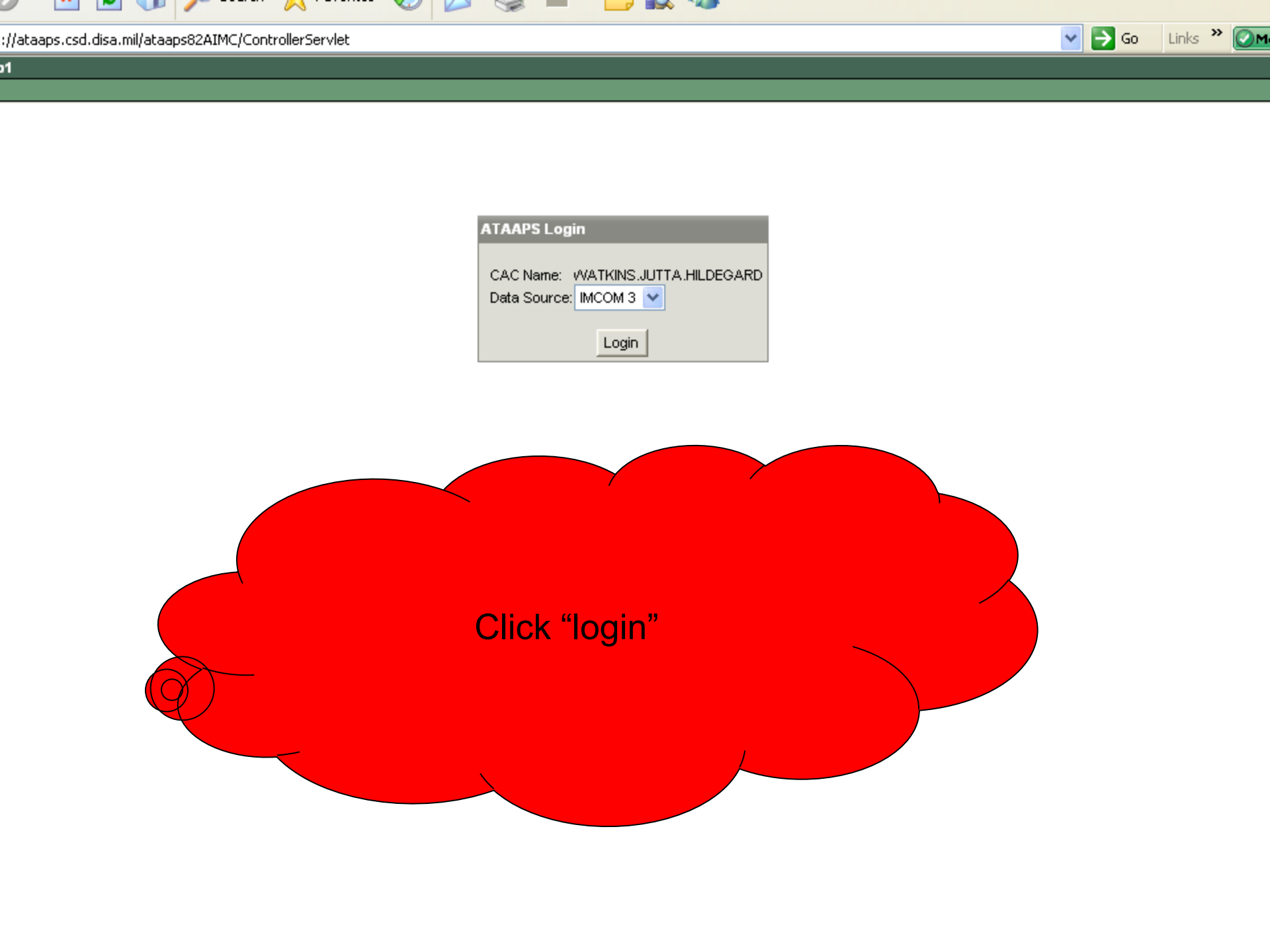
Department of Defense ATAAPS



DISA Ver 8.2A
DLA Ver 8.2A
TACOM Ver 8.2A
ATEC Ver 8.2A
OUSD (AT&L) Ver 8.2A
OAA Ver 8.2A
OCSA Ver 8.2A
ACA Ver 8.2A
IMCOM Ver 8.2A
ARL Ver 8.2A
CARLISLE Ver 8.2A
APGMAD Ver 8.2A
DTIC Ver 8.2A
NATICK Ver 8.2A
JCS Ver 8.2A
USASAC Ver 8.2A

Select IMCOM
Ver. 8.2A





ATAAPS Menu - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Refresh Print Mail Stop

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=ataapsMenu.jsp&reset=y> Go Links

ATAAPS Version: 06-10-b9 Logout Help

ATAAPS Menu

Timekeeping	Administration	Utilities
Labor	Certification	Inquiries
Labor/Leave Review	Personnel Management	Change UIC - W6CYAA
Timekeeper Review	Roster Management	Change Password
Default Labor	Team Management	
	Employee Reopen	
	Database	

Done

start

Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Menu - Micro...

Internet 10:25 AM

Select "Labor"

ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y> Go Links

Menu Logout Help ?

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: **BAKER, JOHN T** UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jun-25 << >> PayPeriod
NTDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

	June	25	26	27	28	29	30	1	2	3	4	5	6	7	8					
	Work Center	Job Order	OP Code	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Scheduled Hours						0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	80.00
Reported to Scheduled Hours						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DeleteRow	CopyRow	NTDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU														

Go to Top

6 of 24 - Clipboard
Item collected.

Auto-scrolling to position 0

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:15 AM

Select "Current Pay Period" BEGIN date

ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Link

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y> Go Links

Menu | Logout | Help ?

Timekeeping: Labor

[Go to Bottom](#)

Employee Information

Logged In As: **BAKER, JOHN** TUC: W6CYAA
 Team: CC3- DRM
 Employee: BAKER, JOHN T
 Begin Pay Period: 2006-Jun-25 **2006-Jul-09** << >> PayPeriod
 NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

		June	25	26	27	28	29	30	1	2	3	4	5	6	7	8				
	Work Center	Job Order	OP Code	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
						0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	80.00
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

[Go to Top](#)

8 of 24 - Clipboard
Item collected.

Auto-scrolling to position 0

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:16 AM

Then press "PayPeriod" button

ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Link

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet> Go Links

Menu | Logout | Help ?

Timekeeping: Labor

[Go to Bottom](#)

Employee Information

Logged In As: **BAKER, JOHN T** UIC: W6CYAA
 Team: CC3- DRM
 Employee: BAKER, JOHN T
 Begin Pay Period: 2006-Jul-09 << >> PayPeriod
 NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

		July	9	10	11	12	13	14	15	16	17	18	19	20	21	22				
	Work Center	Job Order	OP Code	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
	Reported to Scheduled Hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DeleteRow	CopyRow	NtDiff/Haz/Oth				InsertRow			Refresh	Summary			Create LU							

[Go to Top](#)

You'll now see the current pay period dates displayed under "Employee Hours"

Auto-scrolling to position 0

10 of 24 - Clipboard
Item collected.

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:16 AM



Labor Input



ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y> Go Links

Menu | Logout | Help ?

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: **BAKER, JOHN T** UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jun-25 << >> PayPeriod
NTDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

	June	25	26	27	28	29	30	1	2	3	4	5	6	7	8				
	WWork Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Scheduled Hours					0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	80.00
Reported to Scheduled Hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DeleteRow	CopyRow	NTDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU													

Go to Top

Step 1 – click "InsertRow"

Auto-scrolling to position 0

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | ATAAPS Labor - Micro... | 11:28 AM

ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Link

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet> Go Links

Menu | Logout | Help ?

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: **BAKER, JOHN T** UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 [v] << >> PayPeriod
NTDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>		CC3	EPK600	RG														
				Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
				Reported to Schedule	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Save	DeleteRow	CopyRow	Print						Refresh	Summary	Create LU							

Go to Top

Step 3 – choose the type hour required

Auto-scrolling to position 0

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | ATAAPS Labor - Micro... | 11:31 AM

ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Link

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet> Go Links

Menu | Logout | Help ?

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: **BAKER, JOHN T** UIC: W6CYAA
 Team: CC3- DRM
 Employee: BAKER, JOHN T
 Begin Pay Period: 2006-Jul-09 << >> PayPeriod
 NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	CC3	EPK600		RG														
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Reported to Scheduled Hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Go to Top

Step 4 – input hours worked for that specific “job order” and “type hour”

Auto-scrolling to position 0

14 of 24 - Clipboard
Item collected.

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:31 AM

ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet> Go Links

Menu | Logout | Help ?

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: **BAKER, JOHN T** UIC: W6CYAA
 Team: CC3- DRM
 Employee: BAKER, JOHN T
 Begin Pay Period: 2006-Jul-09 << >> PayPeriod
 NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	CC3	EPK600		RG		8	8	8	8	8			8	8	8	8	8	
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Reported to Scheduled Hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

2 of 24 - Clipboard
Item collected.

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:32 AM

Step 5 – once hours are complete, click “Save”





Labor Input

Annual Leave Input



ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Link

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet> Go Links

Menu | Logout | Help ?

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: **BAKER, JOHN T** UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

	July	9	10	11	12	13	14	15	16	17	18	19	20	21	22				
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU													

Go to Top

Step 1 – select "InsertRow"

6 of 24 - Clipboard
Item collected.

Auto-scrolling to position 0

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:33 AM

Accounting Codes - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print View Source Add-ons People

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet> Go Links >>

Menu | Logout | Help ?

Timekeeping: Labor: Accounting Codes

Accounting Code Information

	Work Center	Job Order	Description	OPCODE	Description	Sub Acct Code	User Data
<input type="radio"/>	CC3	EP0700	PAY/HON/69/3				
<input type="radio"/>	CC3	EP0S00	PAY/HON/69/5				
<input checked="" type="radio"/>	CC3	EP7800	PAY/HON/69/2				
<input type="radio"/>	CC3	EPMG00	PAY/HON/69/1				
<input type="radio"/>	CC3	EPTW00	PAY/OKI/FINANCIAL MANAGEMENT				

Ok Cancel

Step 2 – choose default Job Order code and press “OK”

start | Inbox - Microsoft Out... | Accounting Codes - M... | Microsoft PowerPoint ... | 9:11 AM

ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Link

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet> Go Links

Menu | Logout | Help ?

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: **BAKER, JOHN T** UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	CC3	EPK600		LA														
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Reported to Scheduled Hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Go to Top

Step 3 – select “LA” for Leave Annual

Auto-scrolling to position 0

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:34 AM

ATAAPS Labor - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Link

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet> Go Links

Menu | Logout | Help ?

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: **BAKER, JOHN T** UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>		CC3	EPK600	LA				8										
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Reported to Scheduled Hours					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU																		

Top

Step 4 – once complete, select “Save”

Auto-scrolling enabled

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:35 AM



Labor Input

Submitting your Time Sheet



ATAAPS Menu - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Send To

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=ataapsMenu.jsp&reset=y> Go Links

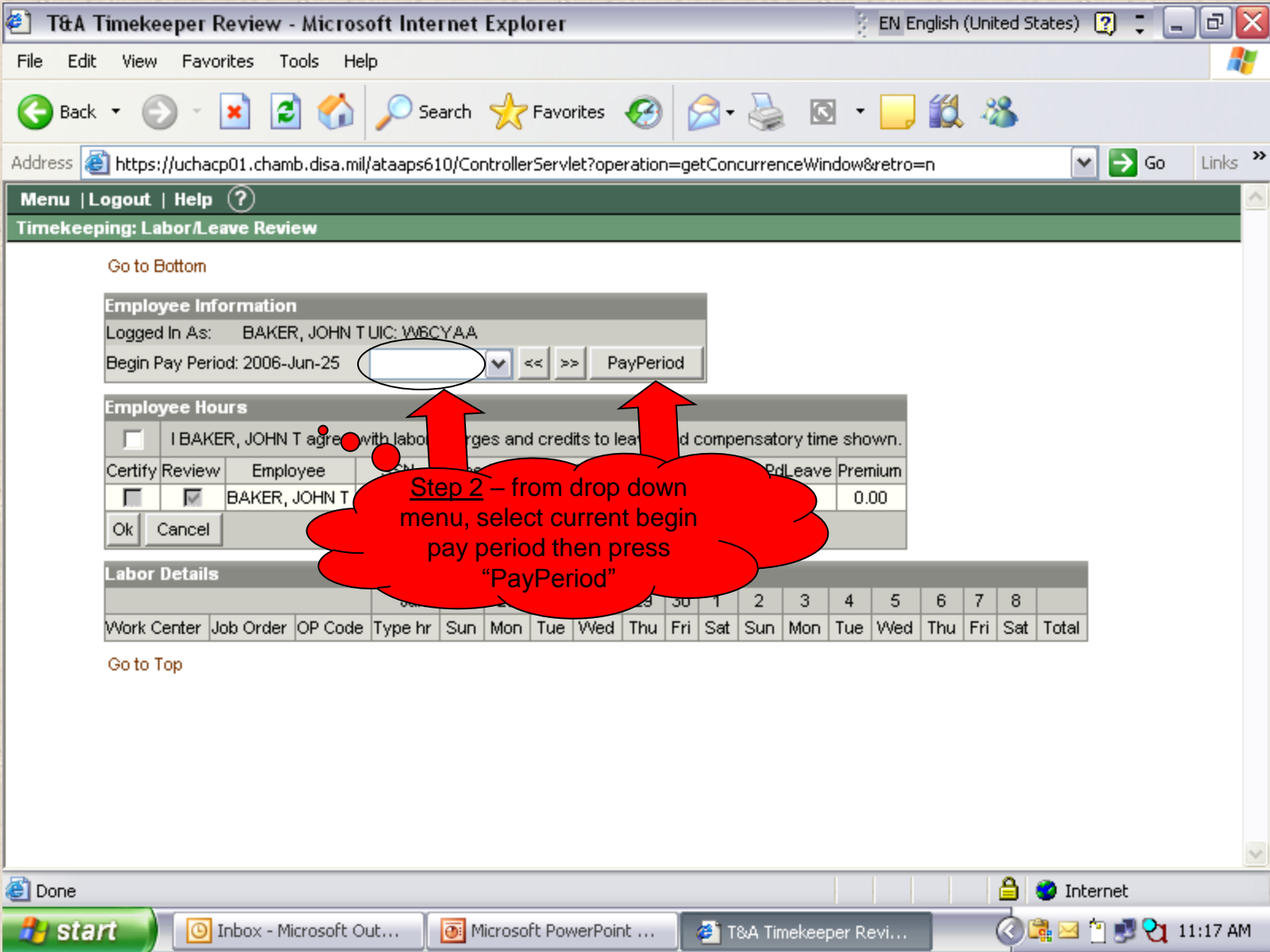
ATAAPS Version: 06-10-b9 Logout | Help ?

ATAAPS Menu

Timekeeping	Administration	Utilities
Labor	Certification	Inquiries
Labor/Leave Review	Personnel Management	Change UIC - W6CYAA
Timekeeper Review	Roster Management	Change Password
Default Labor	Team Management	
	Employee Reopen	
	Database	

Step 1 – select “Labor/Leave Review”

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | ATAAPS Menu - Micro... | 10:32 AM



T&A Timekeeper Review - Microsoft Internet Explorer

EN English (United States)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Link

Address <https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getConcurrenceWindow&retro=n> Go Links

Menu | Logout | Help ?

Timekeeping: Labor/Leave Review

[Go to Bottom](#)

Employee Information

Logged In As: BAE, CINDY K UIC: W6CYAA

Begin Pay Period: 2006-Jun-25 << >> PayPeriod

Employee Hours

☒ I BAE, CINDY K agree with labor charges and credits to leave and compensatory time shown.

Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00

Ok Cancel

Labor Details

			June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

Done

start

Inbox - Microsoft Out...

Microsoft PowerPoint ...

T&A Timekeeper Revi...

Internet

11:43 AM

Step 3 – verify scheduled hours reported - check box “I name agree....”

